

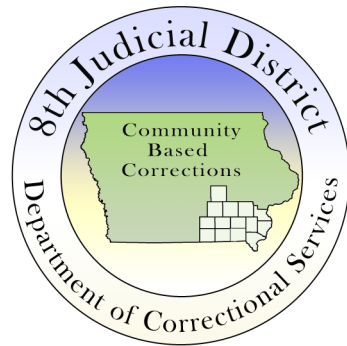
Annual Report 2019

Eighth Judicial District



Annual Report

2019



Daniel T. Fell, District Director

Prepared by Kim Bradfield, Kristina Jones, Linda Norton, and Jenny Roberts.

On the Cover

Eighth Judicial District staff members are pictured in front of a statue of Chief Mahaska which is located in Oskaloosa and was dedicated in 1909. The county was named after Chief Mahaska (White Cloud) of the Iowa tribe. The front row consists of Residential Supervisor Colby Kreiss, Residential Officer Michael Schakel, PPO II Matt Blanco and PPO II Jason Steil. In the back row standing are PPO III Mark Smith, Secretary Dena DeVore and Residential Officer Nicole Brannan.

*Photo by
Kim Bradfield*

From the Director 4

Mission Statement 5

District History 6

District Map..... 7

2019 Highlights: 8

 Computer Voice Stress Analysis..... 9

 Leadership Academy..... 11

 Drug Use: Identification & Response 13

 Employee Appreciation Day 14

 Income Offset..... 15

District Staff:

 The Leadership Team..... 16

 Staff Awards..... 17

 Employee Spotlight 20

 Retiree 21

 Years of Service 22

 Community Supervision Week 23

 Life Saving Awards..... 24

 Shoe Box Christmas 25

 Staff Quick Facts..... 26

Board of Directors 27

Summary of the Board of Directors Meetings 28

Table of Organization..... 29

District Facts: 33

 Client Quick Facts 34

 Average Daily Costs..... 35

 Client Supervision Status 36

 Financial Reports: Revenue and Expenditures..... 39

 Training Report 41

 Staff Directory..... 42

Appendices 44

Contents

The Year in Review

Over the years our annual report has changed from one steeped in statistics and numbers to a more personal format focused on our dedicated employees. They are the life blood of our organization. Their work is what makes an impact in the communities we serve.

Therefore, it is only fitting that I start by thanking the staff of the Eighth District. The work they do every day keeps our communities safer. Their work, each and every day, truly makes a difference. Our District Board of Directors continues to play a vital role in our department as well. Their dedication to our mission remains unwavering, and I want to thank them for their support.

We are proud of the accomplishments of our team, as well as the individual successes, that were achieved last year. A sampling of them are highlighted in this report. If a person were wanting to review the finite details of our expansive daily operations, that information is readily available upon request.

This annual report provides information about activities in the Eighth Judicial District Department of Correctional Services from July 1, 2018 through June 30, 2019 and is prepared pursuant to the Code of Iowa. This report will be submitted for filing with the Board of Supervisors of each county in the Eighth District.

In closing, I speak for all of our staff when I say that our duty, our primary focus, is to protect the citizens we serve from victimization while at the same time providing the clients we serve with meaningful opportunities for change. That is what we strive for every day.

Respectfully,



Daniel T. Fell
District Director

Mission Statement

VISION: An Iowa with no more victims.

MISSION: Creating opportunities for safer communities.

BELIEFS: We BELIEVE that people can change;
that our efforts help make people safer;
that every person should be treated with
dignity and respect; and
that we must work as a team if we are to
succeed.



Gary B. Peitz,
Assistant
District Director

History

The Eighth Judicial District

Department of Correctional Services is an independent public agency, with a board of directors, created and established under Chapter 905 of the Code of Iowa to provide community correctional services to 14 counties in Southeast Iowa: Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Poweshiek, Van Buren, Wapello, and Washington.

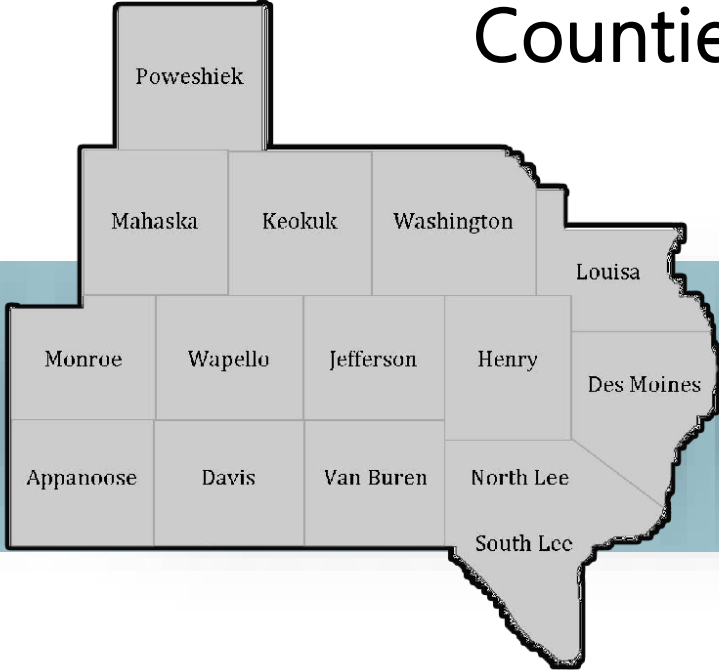
Community-based corrections was established in the Burlington and Ottumwa areas in the early 1970s as part of a pilot project funded through the federal Law Enforcement Assistance Act. At that time, services were also provided by the Division of Corrections within the Iowa Department of Social Services.

In 1977, the Eighth Judicial District Department of Correctional Services was established and assumed all community corrections functions in the District with the exception of state parole and work release. That same year the District’s first community residential correctional facility opened in Burlington.

On July 1, 1984, the Legislature turned over the administration of state parole and work release to the district departments from the State Department of Corrections. In May of 1991, a second residential correctional facility opened in Ottumwa. In addition, community-based corrections expanded which allowed the District to create a dedicated treatment services division. As of June 30, 2019, 111 staff members provide comprehensive adult community corrections supervision and programming to 2,607 clients.

As of June 30, 2019, the
Eighth Judicial District
Department of Correctional
Services was supervising
2,607 clients.

Counties Served



The Eighth District operates nine probation and parole offices and two residential facilities to serve 14 counties.

Appanoose: Centerville
Davis: Bloomfield
Des Moines: Burlington
Henry: Mt. Pleasant
Jefferson: Fairfield
Keokuk: Sigourney
North Lee: Ft. Madison
South Lee: Keokuk

Louisa: Wapello
Mahaska: Oskaloosa
Monroe: Albia
Poweshiek: Montezuma
Van Buren: Keosauqua
Wapello: Ottumwa
Washington: Washington

2019 Highlights

The High Risk Unit received the Team Excellence Award at our annual Employee Appreciation Day.



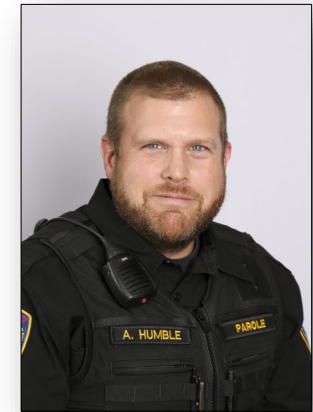
Division Manager
Vince Remmark



PPO III Becky Bolin



PPO III Jonathan Dean



PPO III Adam Humble

Computer Voice Stress Analysis

The **Computer Voice Stress Analysis (CVSA)** is an investigative and decision support tool to aid in the treatment process of sex offenders. The CVSA allows an examiner to ask questions and observe the impact those questions have on a subject. If the person responds truthfully it creates very little stress. However, lying causes both psychological and physiological stress, and that stress reaction is captured and displayed by the instrument. Based on the measured degree of reaction it is possible to accurately determine whether a person responded truthfully or with deception to a particular question.

CVSA examinations are completed in three separate areas within the sex offender treatment program. These examinations include Sexual History, Specific Issue (for certain problems that may arise during treatment) and Maintenance (determined by risk and need).

Utilization of CVSA examinations have many benefits compared to a polygraph. One such benefit is the lack of effective countermeasures for the CVSA. Attempting to use a countermeasure would likely backfire by causing the stress level to increase, and thus causing results to show on the test. Another benefit is the ability to increase the number of people suitable for testing. Polygraph examinations had many disqualifying factors for testing, such as use of prescription medication. CVSA examinations are also much less intrusive for the participant than a polygraph as it only requires a small microphone.

When comparing the equipment cost of the CVSA and polygraph it's noted that the cost of equipment is roughly the same, but the training length and cost are much different. Polygraph training takes ten weeks to complete, wherein the CVSA is less than one week.

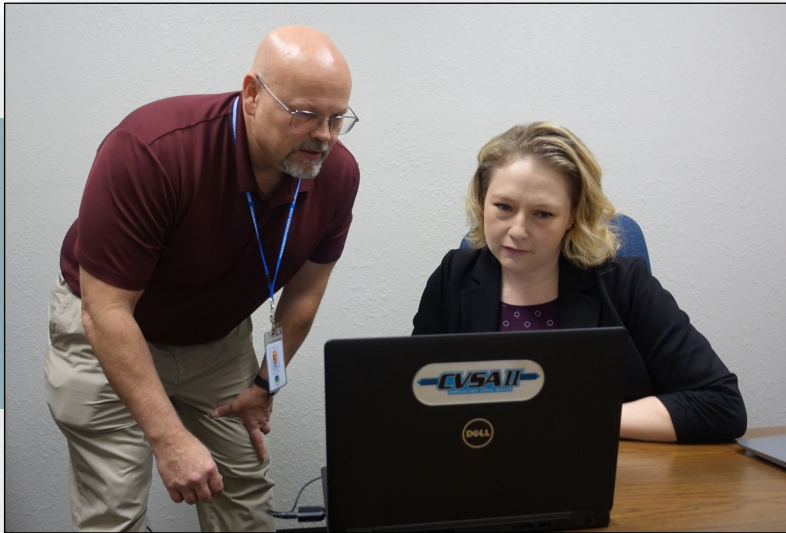


Jennifer Brereton, PPO III



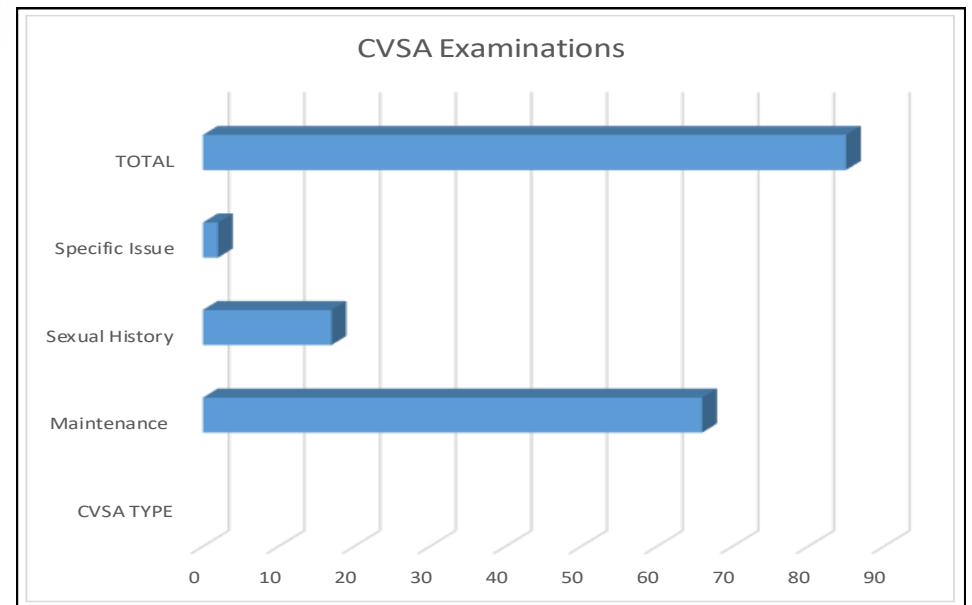
Mark Smith, PPO III

Computer Voice Stress Analysis



The District began using the CVSA shortly after probation/parole officers Jennifer Brereton and Mark Smith became certified to administer examinations by the NITV Federal Services.

This year together they have completed sixty-six Maintenance, seventeen Sexual History and two Specific Issue CVSA examinations for a total of eighty-five examinations.

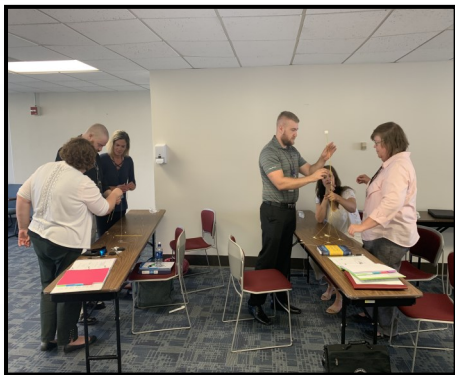


Leadership Academy

In late 2018, the District's leadership team was discussing a regular agenda topic, succession planning. It was widely recognized that most of the personnel in the room had become a supervisor and were formally leading people, way before they received the corresponding formal training to do so. District Director Daniel T. Fell knew that it was time for a change. With several upcoming vacancies on the leadership team in the next few years due to retirements, that time was now.

For many years the Iowa Department of Corrections taught a "New Supervisors" training designed as an introduction to leadership. The book "The Leadership Challenge" by James Kouzes and Barry Posner was used as the text and literally hundreds of new leaders in the Iowa Correctional System were trained under those philosophies. Fell was one of the instructors of that curriculum for many years before the program was shelved. Being familiar with that program of instruction, and knowing the benefits of learning Kouzes and Posner's five practices of exemplary leadership, Fell began to design the Eighth District's own Leadership Academy. Through research and discussions with staff from the Sixth District who have run their own in-house leadership program for several years, the Eighth District's program began to take shape. A main cadre of instructors was chosen that included Fell, Assistant Director Gary Peitz, Division Manager Vince Remmark, and Executive Officer Linda Norton.

That small core group discussed what the program should entail and decided that the Leadership Challenge would be the main text, but other lessons, enhancements, and hands-on exercises should be added to enhance the five key principles of leadership, those being model the way, inspire a shared vision, challenge the process, enable others to act, and encourage the heart.



Class participants diligently attempt the Marshmallow Challenge (while learning to "Challenge the Process").



The Mayor of Burlington, Pastor Shane McCampbell, shared his leadership journey.



Staff Psychologist Doug Buttikofer debriefs the group on their Myers Briggs Assessment.

In line with other high level leadership classes, it was determined that each participant would be required to complete a meaningful project during the program as well. Fell also envisioned outside leaders with varied backgrounds coming and speaking to the participants about leadership during each meeting, similar to what the National Institute of Corrections does with their “Fireside Chats” each evening. It was also agreed upon that while most newly promoted leaders excelled at their former position, they often did not have a full understanding of what the District does holistically; such as the differences between field and residential supervision, the myriad of administrative tasks that occur in the background, and the continuous opportunities we have for improvements district and mission wide. A DNA (**D**istrict **k**nowledge **A**dvancement) program was envisioned in which handpicked staff members would brief the class on their topic of expertise. The decision to pull in others from the leadership team as guest instructors in their areas of strength was also an important building block for the program and allowed us to highlight our own leaders. Lastly, it was established that staff who wanted to take part in the program would have to apply to do so.

Eleven staff members were chosen for this first class based upon their standing within the department and a writing assignment and questionnaire. The class is comprised of administrative staff, Probation and Parole Officers, Residential Officers, a secretary and a High Risk Unit Officer. Classes started in March of 2019, and have met each month since. Ten participants are scheduled to graduate from the Leadership Academy at our District Board Meeting in December, 2019.

Looking ahead, our leadership team believes that offering this academy every couple of years will not only fill our bench, it will make our entire organization stronger at all levels. We look forward to continuing this story in future Annual Reports.



NFL veteran and Dean of Students (Retired) of Indian Hills Community College, Dr. Ron Oswalt, discusses his leadership journey with the class.



Assistant Director Gary Peitz explains to the class how people with different learning styles commonly interact.



U.S. Army Colonel (Retired), and Superintendent of the Burlington Community School District, Pat Coen, speaks about building a vision.

Drug Use: Identification & Response

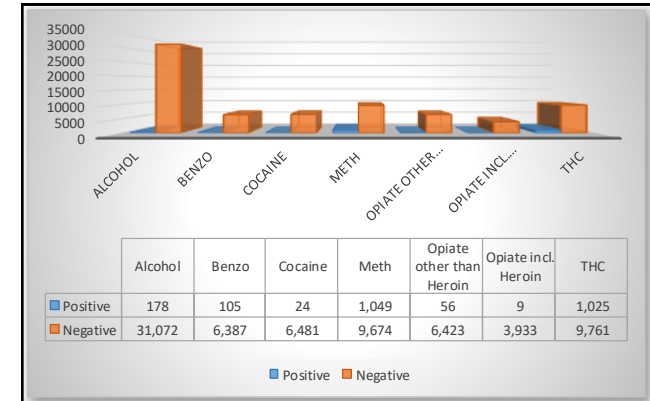
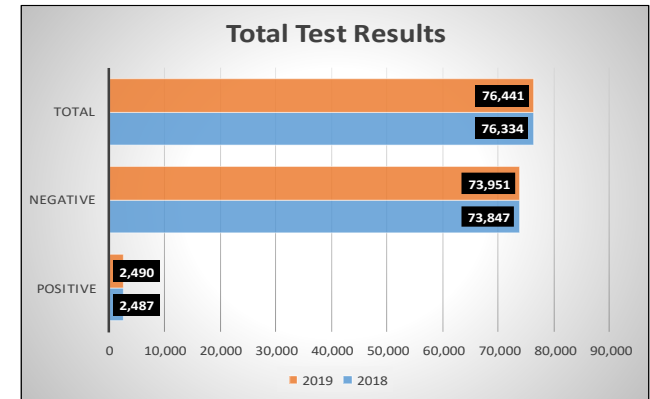
By: Kurt Rosenberg, PPO Supervisor

Substance abuse is a frequent concern for justice involved individuals. Districtwide in FY19, there were a total of 76,441 drug/alcohol screenings conducted with 2,490 being positive (3.3%). This number is up slightly from FY18 where 81,325 tests conducted yielded 2,067 positives (2.5%). The 8th District utilizes a process of detection via monitoring, external referrals, and internal change to address this critical impediment to our client’s success.

Nearly all clients are tested randomly at some point to ensure accountability. Some are tested much more often based on their behaviors or history. Some clients that have been identified as having a severe and ongoing issue, are also referred to the COLORS drug testing protocol. COLORS involves the assignment of a specific color to each participant depending upon their individual needs. Each day clients call in to determine if their color assignment has been randomly selected for testing.

Once identified by need or detection, clients are referred to a variety of possible treatment solutions. These may include a referral for a substance abuse evaluation or a referral for immediate stabilization, such as temporary hospitalization or detox program. Once evaluated, the treatment provider may recommend a treatment level to match the disorder. These range from outpatient educational programming through in-patient and long term treatment. Some cases may also qualify for MAT (Medication-Assisted Treatment), which is a combination or “whole-patient” approach for some substance use disorders. Many clients who struggle with co-occurring disorders are additionally referred to a licensed mental health counsellor. There are also a variety of support groups available in many locations throughout our District, including sober living homes, 12-step programs like Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) or faith based supports.

Outside referrals for treatment and accountability are only part of the comprehensive solution. District staff have been trained in the delivery of Core Correctional Practices or CCP. These research driven strategies are designed to address internal change for the client. Some strategies include effective reinforcement to encourage a desired behavior, effective disapproval to discourage unwanted behavior, or skill building to increase knowledge and confidence to handle life situations.



Employee Appreciation Day

By: Jenny Roberts, Administrative Assistant

The Eighth District's "Fall Flannel Fest" kicked off with a scavenger hunt, a bags tournament and a chili cook-off and was held at the lodge at Lake Darling State Park on a blustery, cool day in October. It was the perfect backdrop for s'mores, hot chocolate and apple cider, pumpkin bars and beautifully decorated fall cookies.

Three retired employees and three members of our Board of Directors donned their aprons and were the judges for the chili cook-off. Everyone else sampled the chili entries with their lunch, a delicious authentic Hispanic taco meal provided by a food vendor.

The competition was fierce and prizes were awarded to the winners of the contests. Our formal annual awards for Newcomer of the Year, Employee of the Year, Manager of the Year, Team Excellence, Top Fee Collector, and No Sick Leave were also announced. To conclude the day, names were drawn for door prizes of gift cards, trays of cookies and gift baskets.

A committee comprised of Melanie Imhoff, Andy Miller, Jennifer Brereton, Lindsay Epperson, Dena DeVore, Nick Baker, Jaime Baker, Kurt Rosenberg and Jenny Roberts put together a fun filled and relaxing day that received many comments to the tune of "this was the best employee day ever" being passed around. Many thanks to district leadership for their willingness to let the committee step outside the box and for their continued efforts to award our staff for a job well done.



Team Mr. Steal Yo Girl



***Nick Baker,
Chili Champ***



Team ORF



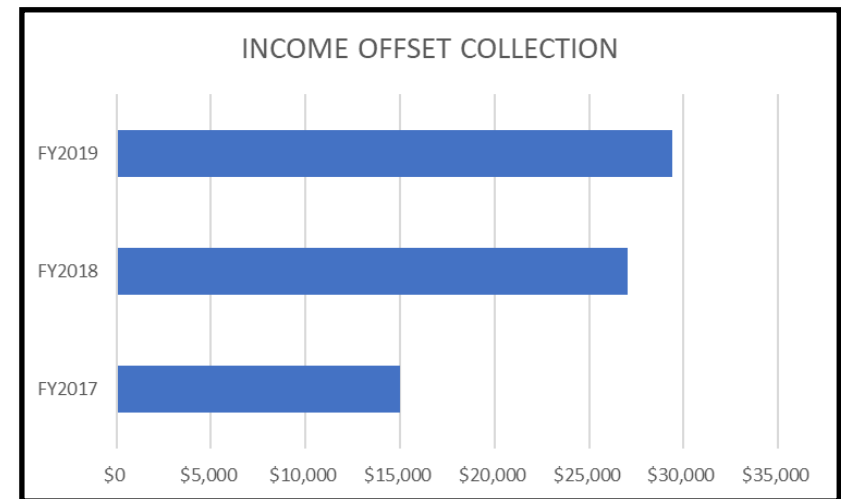
***Team Psycho
Bags***

Income Offset

By: Kristina Jones, Administrative Officer

The Eighth Judicial District first started using the Income Offset Program in 2012. Iowa Code Section 8A.504 allows offset of a state tax refund or Iowa gambling winnings for monies owed to Department of Correctional Services. All clients are notified by mail when their tax refund is being withheld due to unpaid fees. They have the right to contest the action within 15 days; otherwise, the refund will be applied to reduce the debt. If the debt is less than the amount of the tax refund, the difference is then sent to the client.

Prior to 2018, the list sent by our District to Income Offset Department for collections only included inactive clients who had not made a payment within 120 days. A decision was made by district leadership at the end of 2017 to have all clients (active and inactive) who have not made a payment in 120 days included on the list sent to the Offset Program. This change has allowed the district to slowly shrink the outstanding receivable of \$2.9M owed by clients. Additionally this change increased the collections by nearly 100% since 2017.



Staff



2019 Leadership Team (Left to right) Nick Baker, Residential Supervisor; Donn Bruess, PPO Supervisor; Linda Norton, Executive Officer; Gary Peitz, Assistant Director; Kristina Jones, Administrative Officer; Patrick Lacy, Residential Manager; Daniel T. Fell, District Director; Jenny Roberts, Administrative Assistant; Kurt Rosenberg, PPO Supervisor; Debbie Berrier, PPO Supervisor; Colby Kreiss, Residential Supervisor; Vince Remmark, Division Manager; and Ted Robinson, Residential Manager.

Staff Awards



Secretary Karen Stewart

Karen is dedicated to her work and goes above and beyond expectations to assist the staff she works with. Karen takes great pride in her job, is very knowledgeable, and ultra-reliable. She is always willing to go the extra mile and is a person that can always be counted on.

EMPLOYEE OF THE YEAR



PPO Supervisor Debbie Berrier

Debbie has a "take the bull by the horns" attitude, while at the same time valuing a team approach. That combination, as well as her honest advice and willingness to listen, makes her a great role model. She worked her way up through many positions with honesty and integrity, and we are losing a very valuable asset when she retires soon.

MANAGER OF THE YEAR

The following employees were recognized for not using sick leave during the fiscal year: Debbie Berrier-6th award; Patrick Lacy-6th award; Linda Norton-4th award; Gary Peitz-12th award; Kurt Rosenberg-10th award; Steven Smith-2nd award and Haley Smothers.

NEWCOMER OF THE YEAR



Residential Officer Dustin Briscoe

Dustin has come into his new position, and hit the ground running. Dustin's combination of knowledge and experience has truly made him a great asset to the Burlington Residential Facility. Dustin immediately stepped in as a leader of his shift, and has helped to mentor the younger staff he works with.

TEAM EXCELLENCE



High Risk Unit

Members include Adam Humble, Becky Bolin, Jonathan Deen and Vince Remmark, who continue to go well above all expectations. Our HRU is made up of true team players who flex their schedules to make themselves available whenever they possibly can. The work they do is outstanding, and they have made many arrests taking drugs, weapons, and dangerous people off of the streets.

TOP FEE COLLECTOR



PPO II Heather Jones

As the District's Top Fee Collector, she brought in \$21,704.16 in Fiscal Year 2019. Since we are so dependent upon the collection of local funds, we greatly appreciate high performing efforts.

Employee of the Quarter



Doug Buttikofer receives his award from Assistant Director Gary Peitz.

Psychologist Douglas Buttikofer

Doug has filled the void we had in offering meaningful mental health services and has helped numerous clients from across our District. Doug has been a great resource for field officers and residential staff. It is unknown how to put a number on the lives that Doug has impacted, but with his caring demeanor and thoughtful interventions we know it is a lot. [3rd Quarter]

Jason Jones, Probation/Parole Officer II

Jason is a very dedicated employee and routinely goes out of his way to help staff and clients. While he has a very active caseload in two counties, he is now also taking on other challenges. But most importantly, he is known around the office as the go to person when someone needs help with anything. That speaks volumes. [4th Quarter]

This award was started in the 3rd Quarter of Fiscal Year 2019.



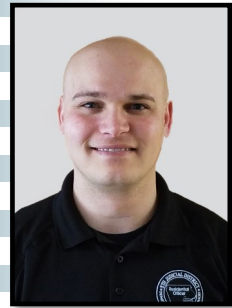
Director Fell presents Jason Jones with the Employee of the Quarter award.

Employee Spotlight



Douglas Buttikofer, M.A., LMHC works as a psychologist providing mental health services for District work release, parole and probation status clients. Doug has specialized training in couple's therapy, EMDR, Brain-spotting, sexual deviance issues, substance use disorders, and trauma.

Bryce Bachman has been a full-time residential officer at the Ottumwa Residential Facility since 2016. Bryce has an AA degree from Indian Hills Community College and a BA degree in Criminal Justice from Buena Vista University. Prior to coming to work for the Eighth Judicial District he was a jailer at the Wapello County Jail where he continues to serve as a reserve officer.



Justin Stark served in the U.S. Army, deploying to Iraq and Guantanamo Bay as a Corrections Specialist. He was also an instructor at the Army's Corrections Training School before being Honorably Discharged. Mr. Stark holds a Bachelor's Degree in Criminal Justice from Drury University.

Joriann Davidson began her employment with the District as a secretary in the Ottumwa Probation/Parole Office in September of 2018. Joriann graduated from the University of Iowa with a BLS Degree in Organizational Studies. Previously, Joriann worked as a correctional officer at the Henry County Jail.



Colton Campbell is employed at the Burlington Residential Facility as a residential officer. He graduated in 2017 from Western Illinois University with a Bachelor's Degree in Law Enforcement Administration with a minor in Fire Science.

After 10 years of spotlighting our employees each month, beginning in January 2019, the Employee Spotlight will be used for new employees during their onboarding process.

Residential Officer Mike Koval Retires



Mike joined the District as a residential advisor at the Burlington Residential Facility on November 16, 1981 and remained there until his retirement on May 31, 2019. For several years he served as an ICON Master Trainer for the District. Mike was instrumental in developing relationships with other agencies who provide information to identify clients placed in security threat groups.



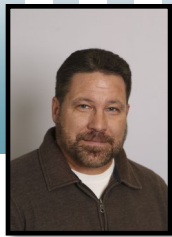
Manager Patrick Lacy (center) congratulates Mike Koval on his retirement while another 38+ year employee, Mike Knotts (right), joins in the celebration.



Current and former staff members of the Burlington Residential Facility.

Years of Service

Assistant Director Gary Peitz presented a Certificate of Commendation and gift to employee Karen Stewart for her service to the Department. The certificate stated “Karen Stewart, who has devoted thirty-five years of service to the Department of Correctional Services. Always one to go above and beyond the call, Karen’s main job has always been to make everyone else’s job easier. And she has always performed that self-imposed expectation magnificently. We thank her for her outstanding service,” signed by Director Fell.



Jeff Price
(25 years)



Andrew Ferguson
(20 years)



Rob Humphrey
(20 years)



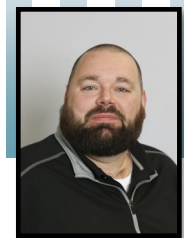
Patrick Lacy
(20 years)



Ted Robinson
(20 years)



Mike Long
(15 years)



Clint Nicholas
(10 years)



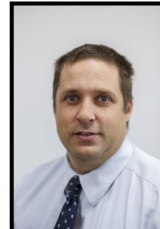
Ben Toal
(10 years)



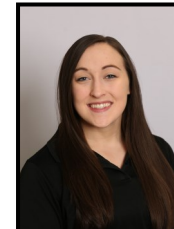
Nicole Brannan
(5 years)



Katie Detrick
(5 years)



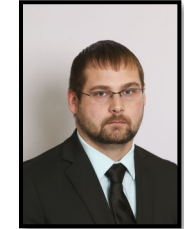
Jason Jones
(5 years)



Brandi Lloyd
(5 years)



Jonathan Robbins
(5 years)



Dakota Simmons
(5 years)

Community Supervision Week



On July 19th, the 8th Judicial District Department of Correctional Services kicked off community supervision week with a family picnic at the Jefferson County Park. A large group of staff members and their families attended. And although the adults had to dodge the kids with their squirt guns, everyone enjoyed playing games and sharing in the camaraderie. A barbecue luncheon was served and prizes were drawn in the afternoon. “It was great to see everyone and their families,” said District Director Daniel T. Fell, who added, “Having one afternoon to not focus on the important work we do was a nice respite.”

Lifesaving Awards

In 2019, staff members from both residential facilities in the Eighth Judicial District saved a life.

First, on February 8th, Residential Officer Nicole Brannan and Lead RO Michael Schakel recognized that a client at the Ottumwa Residential Facility had slurred speech and trouble talking. As officers investigated the situation, the client became unresponsive. The officers administered NARCAN, used to block the effects of opioids, and called for emergency services. The client responded almost immediately to the NARCAN dosage and was transported by ambulance to the Emergency Room in Ottumwa. The client was hospitalized for several days, and has since recovered.

Then, on March 6, 2019, Residential Manager Patrick Lacy and Residential Officer Eva Fletcher responded to a medical emergency inside the Burlington Residential Facility. Upon entering a bedroom, they found an unresponsive client who had no pulse. After moving the client to a solid surface, they used an Automated External Defibrillator (AED) to restart the client's heart. They then continued emergency first aid until relieved by paramedics. The client was taken by ambulance to the Emergency Room in Burlington and hospitalized. He has since recovered.

In both situations, our staff members stayed calm under pressure and put their training into action. Medical staff later stated unequivocally that the fast and appropriate emergency response performed by district staff saved the client's life in each incident. On March 19, 2019, Interim DOC Director Dan Craig joined Eighth District Director Dan Fell in presenting Lifesaving Awards to Lacy and Fletcher. Then on April 24th, Craig, and DOC Deputy Director Sally Kreamer came to the 8th District when Fell presented Schakel his lifesaving award. Brannan was unavailable that day, and was presented her award later by Facility management.



Shoe Box Christmas

Through the generous giving of staff, the department was able to fill 25 shoe boxes of necessities and goodies to distribute at Christmas to children in need, ages 18 months to 18 years, in the Des Moines County area. In addition, a single dad received extra funds to buy a nice gift for his 10 year old son.



Presents are wrapped and ready to be distributed.



Staff from the Burlington area gather for a holiday celebration.



Staff met at the Fairfield Office for a holiday office luncheon.

Staff Quick Facts

As of June 30, 2019

Number of Employees by Location

Burlington	39
Ottumwa	42
Central Region	14
Western Region	8
Eastern Region	<u>8</u>
Total	111

Number of Employees by Job Type

Administrative Staff	7
Supervisory Staff	10
Residential Officers	36
Probation and Parole Officers	27
Special Services	16
Secretarial Staff	10
Food Service	<u>5</u>
Total	111

Diversity of Workforce

Female	43%
People of Color	6%

Executive Staff

Daniel T. Fell,
District Director

Gary B. Peitz,
Assistant District Director

Vince Remmark,
Division Manager

Linda Norton,
Executive Officer

Kristina Jones,
Administrative Officer

Jenny Roberts,
Administrative Assistant

At the end of FY 2019, there
were 111 staff members
employed by the District.

Board of Directors

Daryn Hamilton
Board of Supervisors
Fairfield, IA 52556

Jim Cary
Board of Supervisors
Burlington, IA 52601

Neal Smith
Board of Supervisors
Centerville, IA 52544

Ron Fedler
Board of Supervisors
Ft. Madison, IA 52627

Steve Wanders
Board of Supervisors
Oskaloosa, IA 52577

Merle Doty
Board of Supervisors
Montezuma, IA 50171

Jerry Parker
Board of Supervisors
Ottumwa, IA 52501

Michael Berg
(Executive Committee)
Board of Supervisors
Sigourney, IA 52591

Gary See
Board of Supervisors
Mt. Pleasant, IA 52641

Ron Bride
Board of Supervisors
Bloomfield, IA 52537

Chris Ball
Board of Supervisors
Wapello, IA 52653

John Hughes
Board of Supervisors
Albia, IA 52531

Robert Waugh
(Executive Committee)
Board of Supervisors
Keosauqua, IA 52565

Jack Seward, Jr.
Board of Supervisors
Washington, IA 52353

Judiciary Members:

Brad Turner, Sheriff
Louisa Co. Law Center
Wapello IA 52653

Myron Gookin, Judge
(Executive Committee)
Fairfield, IA 52556

Citizen Members:

Pastor Richard Dutzer
(Executive Committee)
Burlington, IA 52601

Richard C. Reed
Chairperson
(Executive Committee)
Fairfield, IA 52556



Richard C. Reed,
Board Chairperson

Summary of the Board of Directors Meetings

The Department's Board of Directors meet on the second Wednesday in January, June, September, and December. In the interim between meetings, the Executive Board can meet to ensure business is handled promptly. This is a brief summary of key items and significant actions taken at each meeting.

September, 2018

- * Case Management presentation.
- * FY 18 final budget approved.
- * FY 19 revised budget proposal approved.
- * Employee Appreciation Day briefing.

December, 2018

- * Assessment Quality Assurance presentation.
- * FY19 budget update.
- * State Auditor's FY2017 report reviewed.
- * In-District Transfers and Employee Retirement Expenses Policy and Procedure approved.
- * Director's evaluation given to Board members.
- * Dick Reed appointed as Citizen Member of the Board, replacing Laurie Schooley.
- * Award Plaques presented to board members Dick Reed and Larry Wilson.

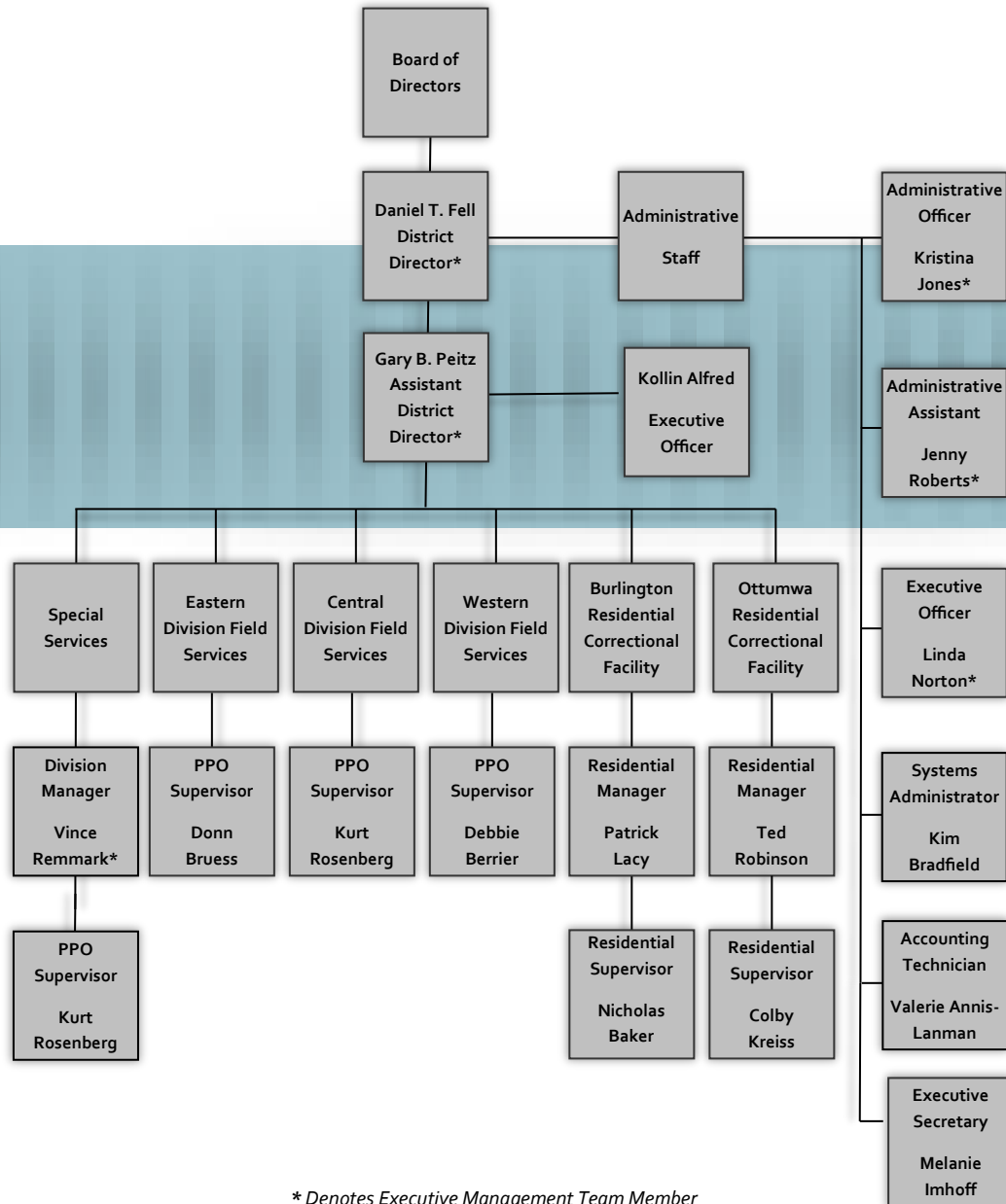
January, 2019

- * Achieving Change Through Values Based Programs presentation.
- * Election of Officers completed.
- * By-Laws reviewed, no changes made.
- * District overview presented by Director Fell.
- * FY2018 Annual Report reviewed.
- * Table of Organization approved.
- * FY19 budget update.
- * Director's evaluation completed.
- * 2019 board meeting dates set.

June, 2019

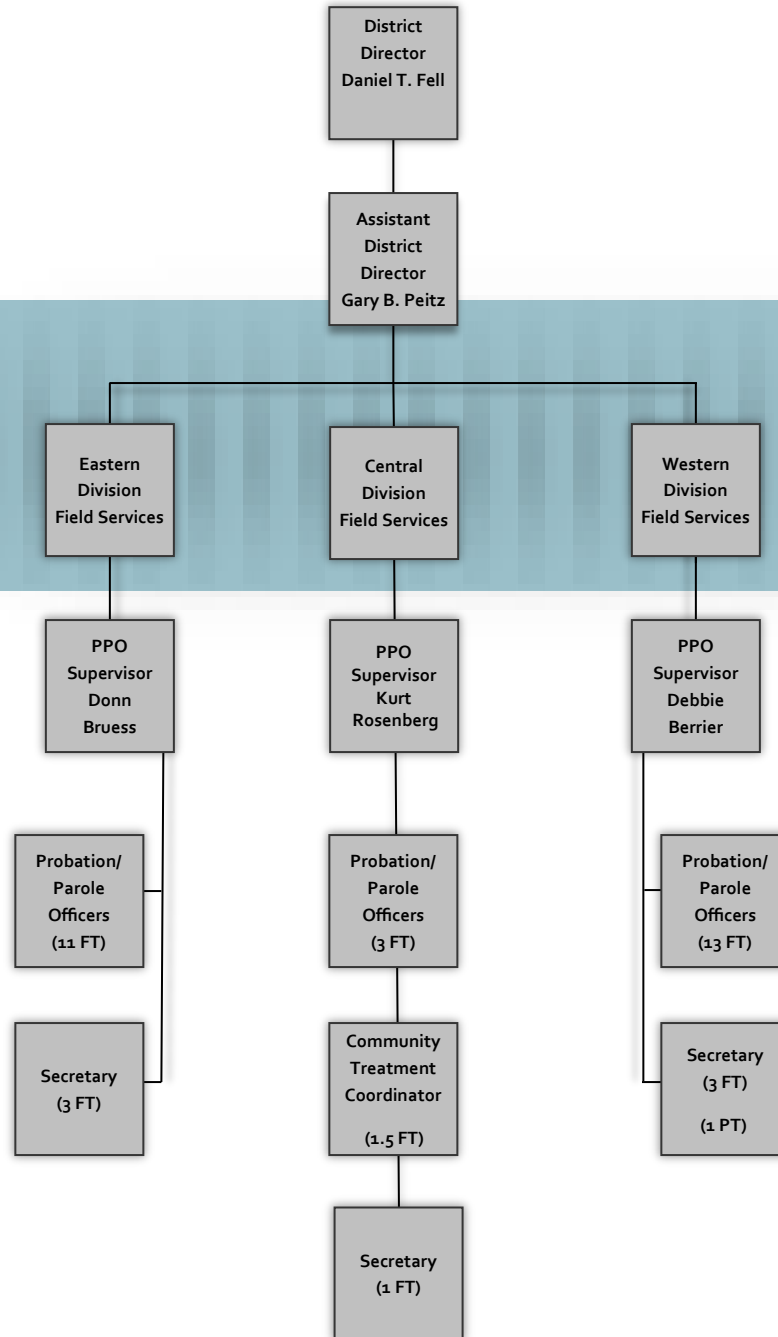
- * More Than a Halfway House presentation.
- * Recognition of Staff for life saving efforts made at ORF and BRF.
- * Purchase of Service Agreement with IDOC approved.
- * New & updated policies EMS, NCIC-2, VICTIM-1 and ICON-1 approved.
- * Contract execution authority for Director Fell approved.
- * FY19 and FY20 Budget update.
- * Leadership Academy information provided.

Agency

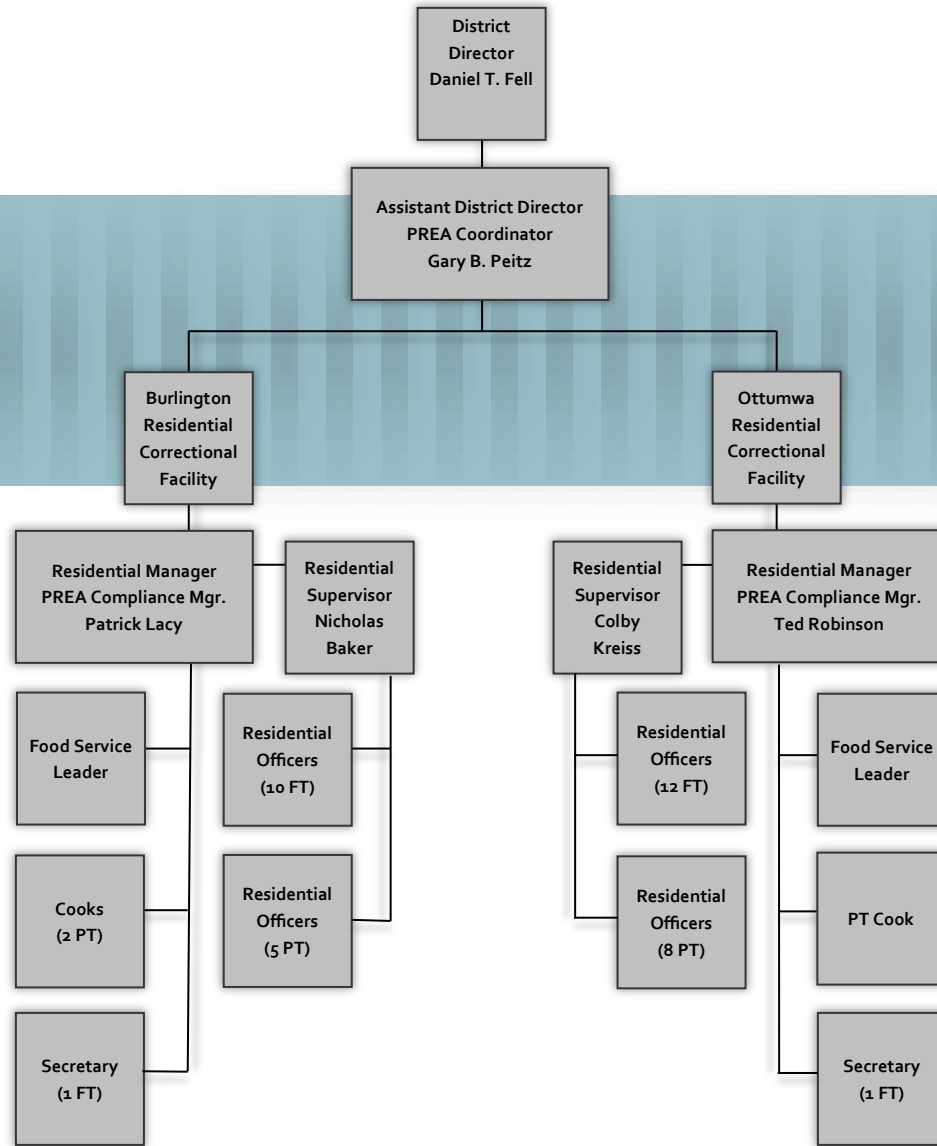


* Denotes Executive Management Team Member

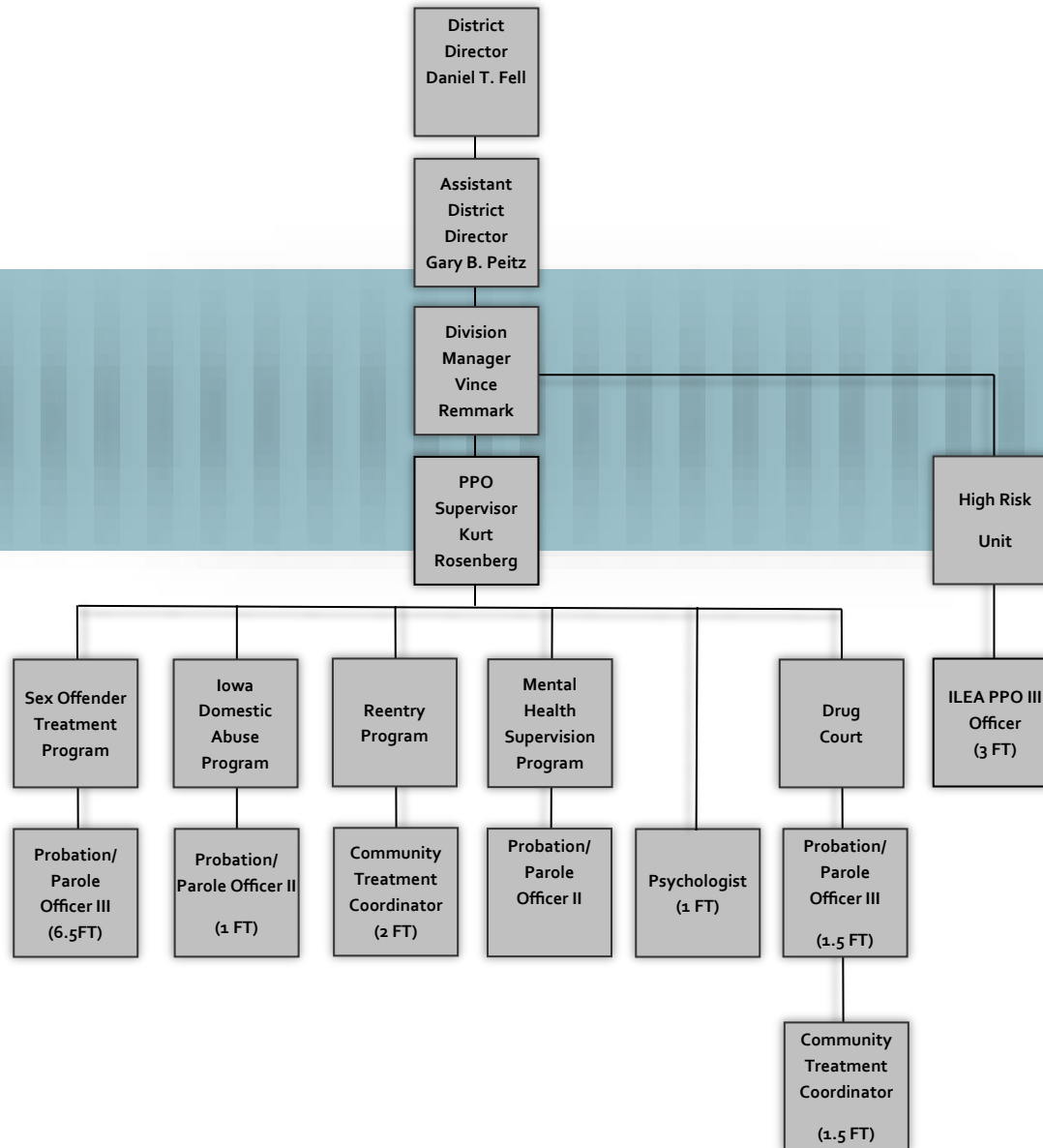
Field Services



Residential Services



Special Services



Eighth Judicial District
Agency #: 228-A08

Class #	1110	1140	1160	1210	1250	1260	1270	1310	1320	Total
Description	Admin.	PB/PA	Residential	Drug Court	Restorative Justice	SOTP	IDAP	HRU	M/ISP	
POS Funds	1,001,417	3,324,051	2,346,366	67,299	80,209	605,000				8,167,194
Federal Pass Through Funds	0	0	0							59,144
Federal Grants	0									2,975
Interest										341

Class #	Description	1110 Admin.	1140 PB/PA	1160 Residential	1210 Drug Court	1250 Restorative Justice	1260 SOTP	1270 IDAP	1310 HRU	1320 M/ISP	PP6	Total
101	Personal Services	757,904	3,421,657	2,682,045	64,575	88,966	681,535	231,210	435,731	96,112		8,150,835
202	Personal Travel	6,990	5,801	12,567	149		3,685	1,743				22,338
203	Vehicle Operations	2,477	2,039	489			50					31,315
205	Out of State Travel	2,855	1,061	4,746			4,707					8,312
301	Office Supplies	4,322	10,107	501	1,378							19,639
302	Bldg. Maintenance Supply	626	3,957	6,316					9			20,872
304	PROF/SCI Supplies	11,879		42,274								42,274
304	Housing/SUBS Supplies			2,580								163
305	Other Supplies			120	164,085							8,676
308	Food					4						164,085
311	Uniforms	5,855		21,058	8,449							2,551
312	Communications	32,992	100,943	41,460								38,322
401	Rentals	4,204		9,300								178,295
402	Utilities	19	7,394	1,964								124,816
403	Profess/Scientific/Contract	7,604		973								81,362
405	Outside Services	688	88,603	7,350								28,792
406	Advertising	9,454		3,447								2,429
408	Outside Repairs/Services			531								32,361
409	Reimburse Other Agencies											105,908
414	ITS Reimbursements		3,521	10,066								9,454
416	Equipment	56,373		2,819								3,447
501	Office Equipment	4,226		1,114								14,118
502	Non-Inventory Equipment											10,529
503	Data Processing											72,715
510	Other Expenses											41,260
602	Total Budget	1,004,392	3,641,744	2,687,114	84,830			80,209	741,269	238,591		9,518,999
999	Return to Report											

Special Services
\$1,459,713.88

Residential
\$3,610,371.47

Probation/Parole
\$3,603,323.18

Client Quick Facts

As of June 30, 2019

Field Services

Probation (includes compact)	1,632
Parole (includes compact)	455
Pretrial Release w/Supervision	268
Special Sentence	118
Other	<u>4</u>
Field Services Sub-Total:	2,477

Residential Facilities

Probation	51
OWI Continuum	1
Federal	0
Work Release	68
Special Sentence	7
Other	<u>3</u>
Residential Facilities Sub-Total:	130

District Total 2,607

Offenses- Field Services

Felony	1,761
Aggravated Misdemeanor	345
Serious Misdemeanor	82

Simple Misdemeanor	2
Special Sentence	120
Other	<u>167</u>
Field Services Sub-Total:	2,477

Offenses- Residential Facilities

Felony	106
Aggravated Misdemeanor	10
Special Sentence	11
Other	<u>3</u>

Residential Facilities Sub-Total: 130

District Total 2,607

Client Gender

Women	25%
Men	75%

Client Race

Black	12%
White	88%
Other/Unknown	>1%

Average Daily Costs

Residential Supervision

Residential Services \$68.20

Field Supervision

Pretrial Release \$3.39

Probation/Parole \$6.89

Specialty Supervision

Drug Court \$12.86

Low-Risk Probation \$ 0.37

Mental Health Supervision *

Sex Offender Treatment \$ 7.68

Intervention Services

Iowa Domestic Abuse Program \$ 0.62

Other Services

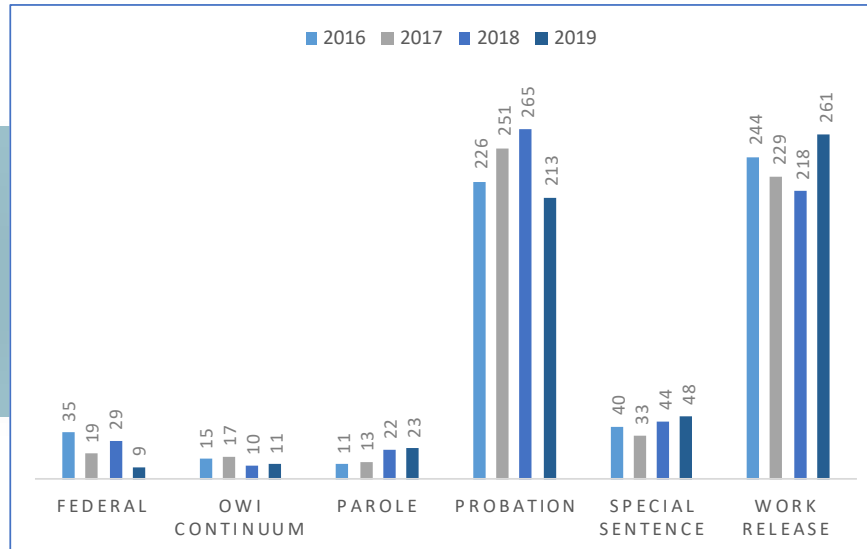
Pretrial Interviews
(Cost Per Interview) \$72.76

Presentence Investigations
(Cost Per PSI Report) \$553.22

* The average daily cost for the Mental Health Supervision Program is included as part of Probation and Parole Services listed under Field Supervision.

**See Appendix 7 for details

Residential Services

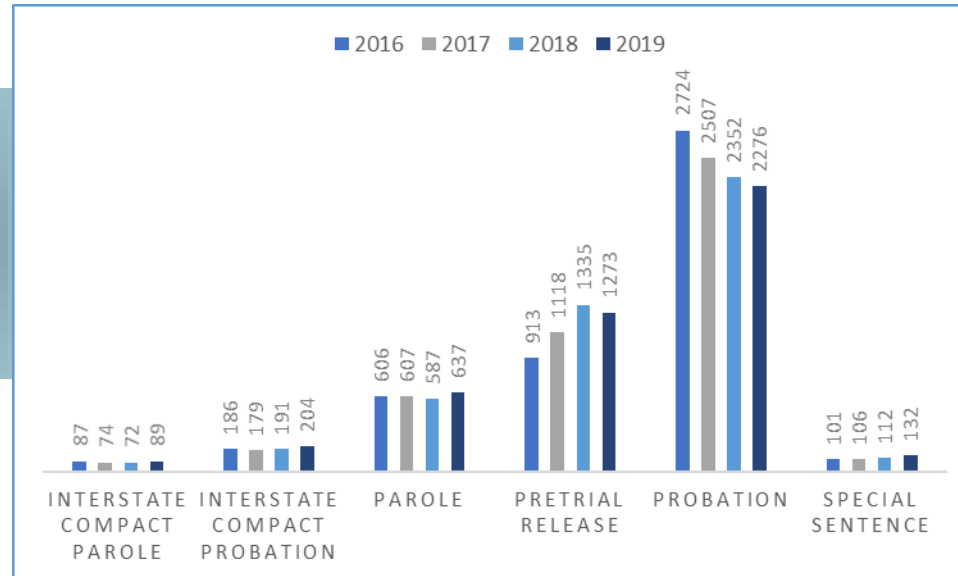


There was a 20 percent increase in the number of work release clients placed at our residential facilities compared to 2018.

The Department’s Residential Facilities are located in Ottumwa and Burlington and the services that we provide are guided by giving our clients the opportunity for change. Statistics reflect that ninety percent of our clients successfully completed their stay, with work release having the largest percent. This year the number of state work release clients increased from 218 to 261— up 20 percent, see Appendix 1.



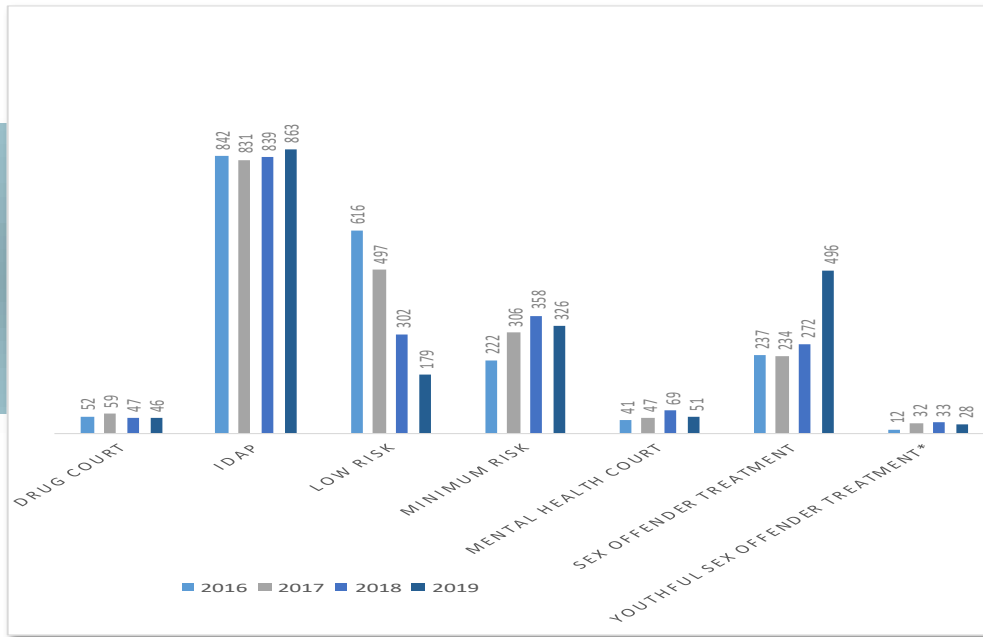
Field Services



There was an 18% increase of sex offender clients under the supervision of Special Sentence.

The District experienced an increase by eighteen percent of sex offender clients served under the supervision status of Special Sentence. Interstate Compact Parole had a significant increase over the previous year. Pretrial Release with Supervision and Probation supervision services both fell compared to 2018 numbers. For more information, see Appendix 2.

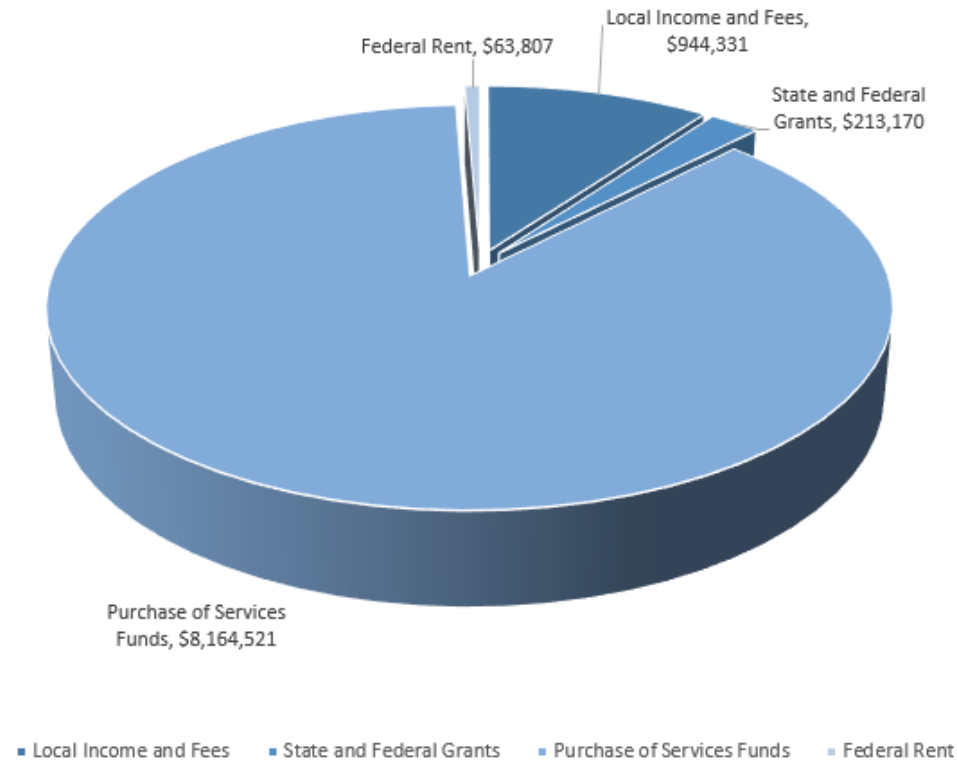
Supervision Programs



The increase in sex offender treatment clients can be attributed to a change in the criteria for that specialty.

The Sex Offender Treatment Program reflects an additional 224 more clients than the previous year. This increase can be attributed to a change in the criteria in which clients are listed with a specialty of sex offender within our database. Clients with this specialty have a current or prior sex offense conviction requiring treatment or registry, court ordered to treatment regardless of conviction and/or evaluated by treatment provider who deems the client in need of treatment/supervision. For more information, see Appendix 3 and 4.

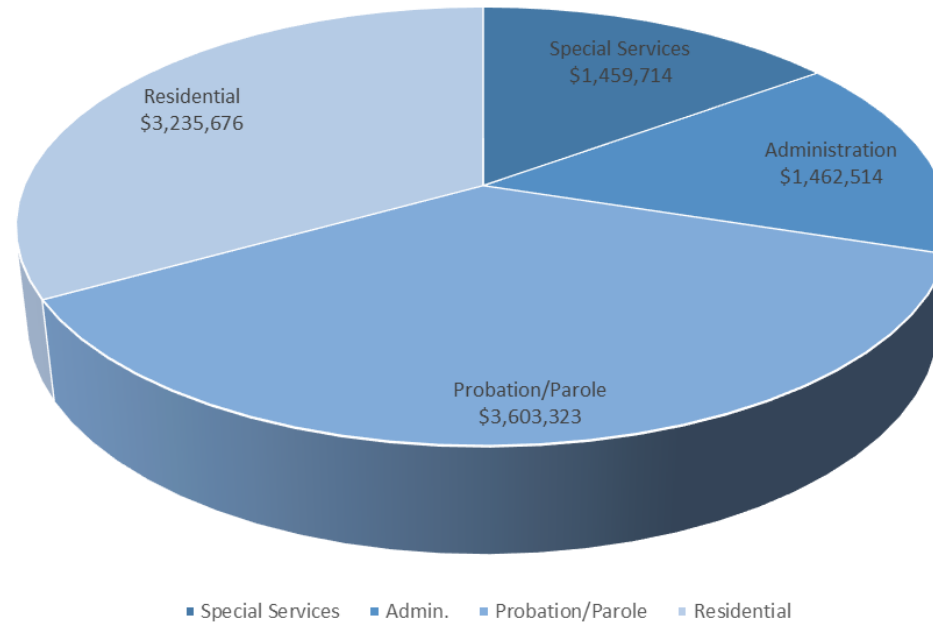
Revenue Sources



District revenues for FY2019 totaled \$10,135,922.06 with over 80 percent being derived from a State of Iowa General Fund appropriation (POS Funds). FY2019 reflects an increase of \$26,256.01 in client rent and fees collected. However, with a decrease in the number of federal placements in our Ottumwa Residential Facility there was a decrease in rent paid by \$98,797.98 from the previous year.

For more details, see Appendix 5.

Expenditures



In FY2019 there was an overall decrease of \$3,400 in expenditures compared to FY2018.

In reviewing expenditures for FY2019 there was an increase of administration costs, but with the decrease in special services expenses there was an overall decrease of \$3,400 compared to FY2018. As in previous years personal services (cost of personnel), comprise the majority of expenditures at a cost of \$8,569,762.46 which is slightly less than last year's total of \$8,613,183.80. For an itemized list of expenditures, see Appendix 6.

TRAINING REPORT

TOP TRAININGS ATTENDED

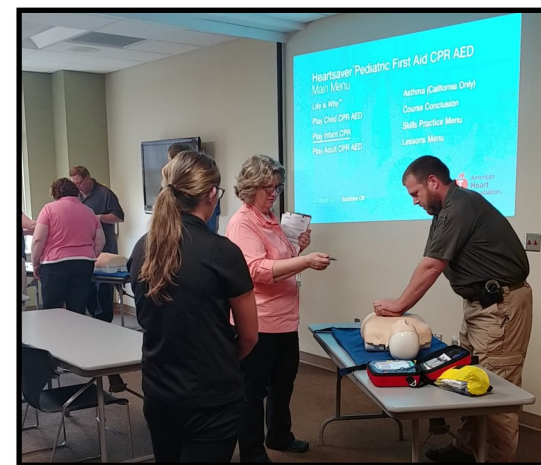
- > Personal Safety
- > Trauma Informed Care
- > Crisis Intervention
- > Sex Offender Symposium
- > Core Correctional Practices
- > CPR
- > Contraband Concealment
- > Firearms

TOP E-LEARNING TRAININGS COMPLETED

- > Sexual Harassment & Discrimination
- > PREA
- > Bloodborne Pathogens
- > Workplace Violence
- > Behavioral Mental Health
- > Personal Safety Awareness
- > Cognitive Behavior
- > Use of Force



Staff participating in Personal Safety Training.



Staff attending CPR Training.

Staff Directory

Administrative Office
Jefferson and Van Buren Counties
 1805 W. Jefferson, P.O. Box 1060
 Fairfield, IA 52556
 641-472-4242 & 641-472-9966 Fax

Daniel Fell, District Director
 Kurt Rosenberg, PPO Supervisor
 Melanie Imhoff, Executive Secretary
 Jason Jones, PPO
 Jenny Roberts, Administrative Asst.

Vince Remmark, Division Manager
 Kim Bradfield, Systems Administrator
 Morgan Coleman, PPO
 Linda Norton, Executive Officer

Valerie Annis-Lanman, Accounting Tech
 Jennifer Brereton, PPO
 Kristina Jones, Administrative Officer
 Joriann Davidson, Secretary

Burlington Probation/Parole Office
 214 N. 4th, Peterson Building, Suite
 2A
 Burlington, IA 52601
 319-753-5478 & 319-753-5202 Fax

Gary Peitz, Assistant Director
 Donn Bruess, PPO Supervisor
 Kolin Alfred, Executive Officer
 JoAnn Oetken, Secretary
 Jaime Baker, CTC
 Candace Collins, CTC
 Ronnie Ashton, PPO
 Allyson Church, PPO
 Katelyn Hummer, PPO
 Rob Humphrey, PPO
 Heather Jones, PPO
 Lynne Marquardt, PPO
 Sundi Simpson, PPO
 Ben Toal, PPO

High Risk Unit—
ILEA Certified Peace Officers

Becky Bolin, PPO—Ottumwa
 Adam Humble, PPO—Mt. Pleasant
 Jonathan Deen, PPO—Ft. Madison

Ottumwa Probation/Parole Office
 1315 N. Court Street
 Ottumwa, IA 52501
 641-682-8383 & 641-682-8385 Fax

Debbie Berrier, PPO Supervisor
 Teri Carr, Secretary
 Thilea McGill, Secretary
 Jenaya Pilcher, Secretary
 Jesse Brown, PPO
 Nycole Harbison, PPO
 Clint Nichols, PPO
 Jeff Price, PPO
 Lana Reed, PPO
 Greg Riley, PPO
 Gary Sanders, PPO
 Kevin Ward, PPO

South Lee County
 1508 Morgan
 Keokuk, IA 52632
 319-524-6591 & 319-524-6595 Fax

Cody Allen, PPO
 Chris Ryland, PPO
 Judy Chatfield, Secretary

Mahaska and Poweshiek Counties
 211 High Avenue East
 Oskaloosa, IA 52577
 641-673-7038 & 641-673-6007 Fax

Faye Jones, Secretary
 Matt Blanco, PPO
 Shawn, LaRue, PPO
 Mark Smith, PPO
 Jason Steil, PPO

North Lee County
 823 Avenue G
 Ft. Madison, IA 52627
 319-372-6678 & 319-372-6682 Fax

Ashley Banes, CTC
 Jonathan Robbins, PPO
 Ashley Hocker, Secretary

Appanoose County
 205 W. Van Buren
 Centerville, IA 52544
 641-437-7278 & 641-856-3012 Fax

Kyle LaPoint, PPO
 Steve Smith, PPO

Henry County
 1200 E. Washington
 Mt. Pleasant, IA 52641
 319-385-9527

Katie Detrick, PPO
 Andy Ferguson, PPO

Washington County
 2175 Lexington Blvd.
 P.O. Box 426
 Washington, IA 52353
 319-653-3535
 319-653-2092 Fax

Andy Miller, PPO

Ottumwa Residential Facility
245 Osage Dr.
Ottumwa, IA 52501
641-682-3069 & 641-682-3557 Fax

Ted Robinson, Residential Manager
 Colby Kreiss, Residential Supervisor
 Douglas Buttikofer, Psychologist
 Dena DeVore, Secretary
 Lindsay Epperson, CTC
 Leslie Laumeyer, Food Service Leader
 Judy Shepherd, Cook (PT)
 Bryce Bachman, Residential Officer
 Nicole Brannan, Residential Officer
 Lisa Houk, Residential Officer
 Rhea Kahl, Residential Officer
 Brandi Lloyd, Residential Officer
 Ian Logan, Residential Officer
 Michael Long, Residential Officer
 Adam Nichols, Residential Officer
 Giovanni Nuno, Residential Officer
 Michael Schakel, Lead Residential Officer
 Lydia Squires, Residential Officer
 Stacy VanAntwerp, Residential Officer
 Jack Anderson, Residential Officer (PT)
 Richard Diephuis, Residential Officer (PT)
 Jeffrey Hasley, Residential Officer (PT)
 Mikaela Hoffman, Residential Officer (PT)
 Don Houk, Residential Officer (PT)
 Terry Nichols, Residential Officer (PT)
 Jordan Nuno, Residential Officer (PT)
 David Talbert, Residential Officer (PT)

Burlington Residential Facility
835 Valley
Burlington, IA 52601
319-753-5179 & 319-753-5418 Fax

Patrick Lacy, Residential Manager
 Nicholas Baker, Residential Supervisor
 Karen Stewart, Secretary
 Linda Kruse, Food Service Coordinator
 MacKenzie Greene, Cook (PT)
 Sally Maus, Cook (PT)
 Zachary Allsup, Residential Officer
 Sa'Quirez Baker, Residential Officer
 Dustin Briscoe, Residential Officer
 Colton Campbell, Residential Officer
 Nicholas Clayton, Residential Officer
 Eva Fletcher, Residential Officer
 Mike Knotts, Residential Officer
 Justin Leffler, Residential Officer
 Charles Severs, Lead Residential Officer
 Haley Smothers, Residential Officer
 Roy Balbort, Residential Officer (PT)
 Kevin Church, Residential Officer (PT)
 Jon Hafner, Residential Officer (PT)
 John Hawk, Residential Officer (PT)
 Travis Turner, Residential Officer (PT)

Appendices

Residential Supervision Status

Residential Supervision Status	Active at Start	New Admits	Closures	Active at End	Clients Served
Federal	3	6	8	0	9
Interstate Compact—Parole		1			1
Interstate Compact—Probation		2			2
OWI Continuum	1	10	10	1	11
Parole	4	19	16	3	23
Probation	56	157	80	51	213
Special Sentence	13	35	26	7	48
Work Release	56	205	129	68	261
Totals:	133	435	269	130	568

Field Supervision Status

Supervision Status	Active at Start	New Admits	Closures	Active at End	Clients Served
Interstate Compact Parole	37	52	34	52	89
Interstate Compact Probation	121	83	88	114	204
OWI Continuum	2	5	1		7
No Correctional Supervision Status	3	3	2	4	6
Parole	306	331	237	403	637
Pretrial Release With Supervision	315	958	644	268	1273
Probation	1587	689	674	1518	2276
Special Sentence	105	27	32	118	132
Total:	2,476	2,148	1,712	2,477	4,624

Specialty Supervision

Specialty	Active at Start	New Admits	Closures	Active at End	Clients Served
Drug Court Supervision	21	25	23	23	46
Federal BOP	4	5	9		9
Federal Public Law	3	3	6		6
Global Positioning-Satellite	131	292	276	157	423
Home Confinement– Federal	3	4	7		7
Intensive Supervision-Pretrial Release	1		1		1
Low Risk Probation	143	36	108	71	179
Mental Health Court	20	31	25	27	51
Minimum Risk Program	216	110	330		326
OWI Pre-Placement	1	5	6		6
PTR—Level 3		313	3	310	313
SCRAM <small>(Secure Continuous Remote Alcohol Monitor)</small>		8	5	3	8
Sex Offender	225	271	170	333	496
Transitional Release Program (TRP)	3	46	46	3	49
Weekend Dorm Sanction		15	15		15
Youthful Sex Offender Treatment Program	20	8	29		28
Total Specialties:	791	1,172	1,059	927	1,963

Intervention Programs

Intervention Program	Active at Start	New Admits	Closures	Active at End	Clients Served
Drug Court Program	28	19	23	26	47
Iowa Domestic Abuse Program	743	120	78	763	863
OWI Program	1	11	11	1	12
Pretrial Supervision If Bond Posted	33	206	159	82	239
Sex Offender Program	157	105	75	189	262
Sex Offender Registry Modification Evaluation– Not On Supervision	2	1	3		3
Sex Offender Registry Modification Evaluation– On Supervision	3	2	2	3	5
Sex Offender Registry Modification Evaluation- Juvenile Charge		1	1		1
Youthful Sex Offender Treatment Program`	19	7	26		26
Totals:	986	472	378	1,064	1,458

FY 2019 Revenue Sources

Eighth Judicial District									
Agency #: 228-A08									
Org	1110	1140	1160	1210	1260	1270	1310	1320	FY 19
Description	Admin.	PB/PA	Residential	Drug Court	SOP	IDAP	HRU	MH	Total
POS Funds	1,447,104.45	3,281,644.53	2,293,347.44	122,053.13	557,670.06	134,197.09	264,121.81	64,382.49	8,164,521.00
Federal Grants					213,169.72				213,169.72
Interest	15,409.08								15,409.08
Client Fees			935,896.41						935,896.41
Local Income		8,434.32							8,434.32
Enrollment Fees		313,244.33			64,076.34	40,043.24			417,363.91
Federal Rent			63,806.66						63,806.66
Carry-Over			301,584.51						301,584.51
Misc			15,736.45						15,736.45
Total Revenue	1,462,513.53	3,603,323.18	3,610,371.47	122,053.13	834,916.12	174,240.33	264,121.81	64,382.49	10,135,922.06

FY 2019 Expenditures

Appendix 6

		1110	1140	1160	1210	1260	1270	1310	1320	FY17
Class	Description	Admin.	PB/PA	Residential	Drug Court	SOP	IDAP	HRU	MHSP	Total
101	Personal Services	1,218,648.84	3,385,005.02	2,635,385.37	105,281.77	755,496.40	170,870.03	241,843.38	57,231.65	8,569,762.46
202	Personal Travel	8,040.72	5,411.72	2,756.54		3,724.73	3,193.46	2,304.73	313.52	25,745.42
203	Vehicle Operations	2,212.04	1,005.04	9,899.42				14,065.69		27,182.19
205	Out of State Travel					1,520.52				1,520.52
301	Office Supplies	10,121.75	11,570.48	9,368.73		171.77		200.63		31,433.36
302	Bldg. Maintenance Supply	623.21	2,836.75	2,639.56						6,099.52
304	PROF/SCI Supplies		9,581.18	11,064.51				632.00		21,277.69
306	Housing/SUBS Supplies			38,392.96						38,392.96
308	Other Supplies	5,765.63	84.20	3,731.96		135.00		1,668.56	24.97	11,410.32
311	Food			161,110.98						161,110.98
312	Uniforms			881.15				767.85		1,649.00
401	Communications	6,885.88	22,572.99	8,853.72		640.89		1,159.13		40,112.61
402	Rentals	38,462.26	109,000.96	49,886.12				15.00		197,364.34
403	Utilities		31,908.04	110,235.36						142,143.40
405	Profess/Scientific/Contracts	16,042.54	3,962.43	2,002.00	16,771.36	71,237.84			6,643.50	116,659.67
406	Outside Services	729.30	5,272.40	10,655.64		506.32		12.00		17,175.66
408	Advertising	150.00	156.83	825.79						1,132.62
409	Outside Repairs/Services	92.94	1,048.24	62,500.73						63,641.91
414	Reimburse Other Agencies	95,481.11	6,252.90	6,384.99		1,161.20	176.84	416.59	138.85	110,012.48
416	ITS Reimbursements	8,203.92								8,203.92
501	Equipment							1,036.25		1,036.25
502	Office Equipment	127.44	761.74	674.77						1,563.95
503	Non-Inventory Equipment									
510	Data Processing	28,678.66	5,682.39	35,004.17		291.45				69,656.67
602	Other Expenses	22,247.29	1,209.87	73,421.79		30.00			30.00	96,938.95
999	Total Budget	1,462,513.53	3,603,323.18	3,235,676.26	122,053.13	834,916.12	174,240.33	264,121.81	64,382.49	9,761,226.85

Average Daily Costs

Field Supervision	
Pretrial Release with Supervision	
Average Number of Clients Served	363
Average Cost Per Day Per Client	\$3.39
Probation/Parole Supervision	
Average Number of Clients Served	1,619
Average Cost Per Day Per Client	\$6.89
Specialty Supervision	
Probation/Parole Intensive Services	
Average Number of Clients Served	0
Average Cost Per Day Per Client	\$0.00
Low Risk Probation	
Average Number of Clients Served	119
Average Cost Per Day Per Client	\$0.37
Minimum Risk Probation	
Average Number of Clients Served (specialty discontinued)	221
Average Cost Per Day Per Client	\$0.00
Sex Offender Treatment Program	
Average Number of Clients Served	298
Average Cost Per Day Per Client	\$7.68
Drug Court	
Average Number of Clients Served	26
Average Cost Per Day Per Client	\$12.86

Intervention Services	
Iowa Domestic Abuse Program	
Average Number of Clients Served	766
Average Cost Per Day Per Client	\$0.62
Residential Services	
Residential	
Average Daily Population	129.99
Average Cost Per Day Per Client	\$68.20
Other Services	
Pretrial Interviews	
Number of Interviews	167
Cost Per Interview	\$72.76
Presentence Investigations	
Number of Investigations	928
Cost Per PSI	\$553.22